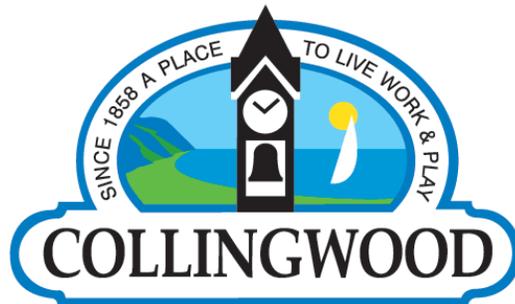


TOWN OF COLLINGWOOD EMERGENCY PLAN



BY-LAW No. 04-106

of

THE CORPORATION OF THE TOWN OF COLLINGWOOD



Being a By-law to adopt an Emergency Plan for the
Town of Collingwood and repeal By-law 02-92.

WHEREAS Section 3. (1) of the Emergency Management Act, R.S.O. 1990, c. E.9 (the "Act"), provides that every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan 2002, c. 14, s. 5 (1).

AND WHEREAS Section 1 of the Act defines an emergency as a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property; (*situation durgence*);

AND WHEREAS the Act makes provision for Head of Council to declare that an emergency exists in the municipality or in any part thereof and also provides Head of Council with authority to take such action or deliver such orders as he/she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of an emergency area;

AND WHEREAS the Act provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her absence of his/her inability to act and authorizes employees of a municipality to take action under the emergency plans where an emergency exists but has not yet been declared to exist;

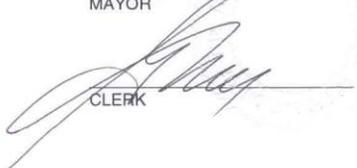
AND WHEREAS Council deems it expedient to provide for an updated Emergency Plan and thereby repeal By-law 02-92;

NOW THEREFORE COUNCIL OF THE CORPORATION OF THE TOWN OF COLLINGWOOD ENACTS AS FOLLOWS:

1. **That** the Emergency Plan attached hereto as Schedule "A" of this By-law is hereby adopted;
2. **That** Head of Council or designated alternate, as provided in the plan, is empowered to declare an emergency;
3. **That** certain appointed officials or their designated alternates, as provided in Schedule "A" of the Plan, are empowered to cause an emergency alert to be issued to members of the Municipal Control Group and to take action under the emergency plans where an emergency exists but had not yet been declared to exist;
4. **That** annually, the Municipal Control Group will cause the emergency plan to be reviewed and to make such changes to its appendices as are considered appropriate while referring all other changes to Council for further review and approval;
5. **That** By-law No. 02-92 is hereby repealed; and
6. **That** this By-law shall come into force and effect on the date it is enacted and passed by the Council of the Corporation of the Town of Collingwood.

ENACTED AND PASSED this 20th day of December, 2004.


MAYOR


CLERK

By-Law No. 04-106
Of the Corporation of the Town of Collingwood

Being a By-law to repeal By-law 02-92 and to formulate a plan for protecting property and the health, safety and welfare of the inhabitants in an emergency area.

WHEREAS the Emergency Management Act makes provision for Head of Council to declare that an emergency exists in the municipality or in any part thereof and also provides Head of Council with authority to take such action or deliver such orders as he considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of an emergency area;

AND WHEREAS the Act provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his absence of his inability to act;

“emergency” means a situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.

AND WHEREAS the Act authorizes employees of a municipality to take action under the emergency plans where an emergency exists but has not yet been declared to exist;

NOW THEREFORE the council of the Corporation of the Town of Collingwood enacts as follows:

1. That the Emergency Plan attached hereto as Schedule “A” of this By-law is hereby adopted;
2. That Head of Council or designated alternate, as provided in the plan, is empowered to declare an emergency;
3. That certain appointed officials or their designated alternates, as provided in Schedule “A” of the Plan, are empowered to cause an emergency alert to be issued to members of the Municipal Control Group and to take action under the emergency plans where an emergency exists but had not yet been declared to exist; and
4. That annually, the Municipal Control Group will cause the emergency plan to be reviewed and to make such changes to its appendices as are considered appropriate while referring all other changes to Council for further review and approval.

Enacted and passed this _____ day of _____ 2010

MAYOR

CLERK

TOWN OF COLLINGWOOD EMERGENCY RESPONSE PLAN

PART 1: INTRODUCTION

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Town of Collingwood.

The population of the Town of Collingwood has a permanent population of 19,241 and a seasonal resident population of 24,600.

In order to protect residents, businesses and visitors, the Town of Collingwood requires a coordinated emergency response by a number of agencies under the direction of the Emergency Control Group (ECG). These are distinct arrangements and procedures from the normal, day-to-day operations carried out by the emergency services.

The ECG developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Town of Collingwood important emergency response information related to:

Roles and Responsibilities during an emergency; and Arrangements, services and equipment.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Town of Collingwood Emergency Response Plan may be viewed at the Municipal Office and the Library. For information, please contact:

Community Emergency Management Coordinator
Trent Elyea, Fire Chief
Town of Collingwood
(705) 445-3920

Legislation entitled *Emergency Management and Civil Protection Act R.S.O. 1990, c.E.9*; (hereinafter referred to as the "EMCPA") is the primary authority enabling passing of the bylaw formulating this emergency plan which will govern the provision of necessary services during an emergency. This plan also prescribes procedures and the manner in which Municipal employees and other persons will respond to an emergency.

PART 2: AIM

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Town of Collingwood when faced with an emergency.

It enables a centralized, controlled and coordinated response to emergencies in the Town of Collingwood, avoiding duplication of effort, and meets the legislated requirements of the Emergency Management and Civil Protection Act (EMCPA).

PART 3: AUTHORITY

The Emergency Management and Civil Protection Act is the legal authority for this emergency response plan.

The EMCPA states that:

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.” R.S.O. 1990, c.E.9, s.4(1).

As enabled by the EMCPA, this emergency response plan and its elements have been:

- Issued under the authority of Town of Collingwood By-law 04-106; and
- Filed with Ontario Fire Marshal Emergency Management, Ministry of Community Safety and Correctional Services

The EMCPA prescribes procedures under and the manner in which Municipal employees and other persons will respond to an emergency. Important measures enabled under the legislation and which form parts of the plan are:

- expenditure of monies associated with the formulation and implementation of the emergency plan;
- authorization for municipal employees to take appropriate action before formal declaration of an emergency;
- specify procedures to be taken for safety and/or evacuation of persons in an emergency area;
- designate other members of Council who may exercise powers and perform the duties of the Head of Council under the emergency plan during the absence of the Head of Council or upon his/her inability to act;
- establish committees and designate employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan during an actual emergency;
- obtaining and distributing materials, equipment and supplies during an emergency and;
- such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency.

3.1 Definition of an Emergency

The EMPCA defines an emergency as:

“Emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

Emergencies can occur within the Town of Collingwood, and the most likely are:

Natural, Technological and Human events.



3.2 Action Prior to Declaration

When an emergency exists but has not yet been declared, Fire, Police, Ambulance, Public Works etc., may take such action(s) under this emergency response plan as may be required to protect the property and health, safety and welfare of the Town of Collingwood.

PART 4: EMERGENCY NOTIFICATION PROCEDURES

Only a member of the Emergency Control Group (ECG) may initiate the notification procedure.

When a member of the Emergency Control Group receives a warning of a real or potential emergency, they will immediately contact the Community Emergency Management Coordinator (CEMC) who then in consultation with the Head of Council will determine whether to initiate the Notification Procedure through Barrie Fire & Emergency Services' communications centre. The member initiating the call must provide pertinent details (e.g. a time and place for the ECG to meet) as part of the notification procedure. Sample in Annex A is the recommended format.

4.1 Requests for Assistance

Assistance may be requested from neighbouring municipalities and townships within Simcoe County, as outlined in the Simcoe County Mutual Aid Agreement.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Ontario Fire Marshal Emergency Management.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is attached as Annex A.

4.2 A Declared Community Emergency

The Mayor or Alternate of the Town of Collingwood, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the ECG. As well, the Premier of Ontario is also able to make the declaration.

Upon declaring an emergency, the Community Emergency Management Coordinator will notify:

- Ontario Fire Marshal Emergency Management, Ministry of Community Safety and Correctional Services;
- Town Council;
- County Warden, as appropriate;
- Media;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- Mayor or Alternate; or
- Town Council; or
- Premier of Ontario

When terminating an emergency, the Community Emergency Management Coordinator will notify:

- Ontario Fire Marshal Emergency Management, Ministry of Community Safety and Correctional Services;
- Town Council;
- County Warden, as appropriate;
- Media;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

Upon termination of an emergency, the Emergency Control Group will submit a post incident analysis to Council within 30 days.

PART 5: EMERGENCY CONTROL GROUP

5.1 Emergency Operations Centre (EOC)

The Emergency Operations Centre (EOC) can be activated for any emergency for the purpose of managing that emergency, by maintaining services to the community and supporting the emergency site.

The Town of Collingwood's primary EOC location is at the Collingwood Fire Department, the alternate location is at the Collingwood Police Station and the second alternate location is at Collus PowerStream.

5.2 Emergency Control Group (ECG)

Composition: Emergency operations will be directed and controlled by the elected and appointed officials listed hereunder who will assemble for this purpose at an Operations Centre. This group will be known as the Emergency Control Group (ECG) and will be composed of:

- Mayor or Alternate
- Chief Administrative Officer or alternate
- Fire Chief or alternate
- Community Emergency Management Coordinator or alternate
- O.P.P. Detachment Commander or alternate
- Director of Parks and Recreation or alternate
- Emergency Information Officer or alternate
- Director of Public Works & Engineering or alternate
- Collus PowerStream or alternate
- Corporate Support – Technology – Director of IT Services or alternate
- Corporate Services Legislative Support or alternate

- Emergency Support Staff (ESS) - Additional personnel called or added may include:
 - Telecommunications coordinator ARES
 - Medical Officer of Health, or alternate
 - Collingwood General & Marine Hospital Representative
 - Social Services representative
 - Emergency Medical Services Representative
 - Ontario Fire Marshal Emergency Management Representative
 - Liaison staff from provincial ministries
 - Any other officials, experts or representatives from the public or private sector deemed necessary by the ECG.

The Emergency Control Group may function with only a limited number of persons depending upon the emergency. While the ECG may not require the presence of all the people listed as members of the control group, all members of the ECG must be notified.

5.3 Operating/Business Cycle

Members of the Emergency Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. The Community Emergency Management Coordinator will establish the frequency of meetings and agenda items.

Six components of an ECG meeting:

- i. An assessment and prognosis of the situation: What is happening? What is required?
- ii. The establishment of priorities: What is important? What can be done in a timely manner? What are the alternatives?
- iii. The setting of objectives.
- iv. The determination of an action plan: Who does what? What task is required? What is a reasonable timeframe?
- v. Timelines for the implementation of assigned tasks.
- vi. Monitoring and reporting. Coordination, briefings and recording of assignments are important strategies in ensuring consistent and effective efforts are being followed in compliance with the group's decisions.

Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. When a meeting ends each member of the ECG carries out the assigned tasks/objectives and gathers information for the next scheduled meeting. The Community Emergency Management Coordinator Assistant will maintain status boards and maps that will be prominently displayed and kept up to date.

5.4 Emergency Control Group Responsibilities

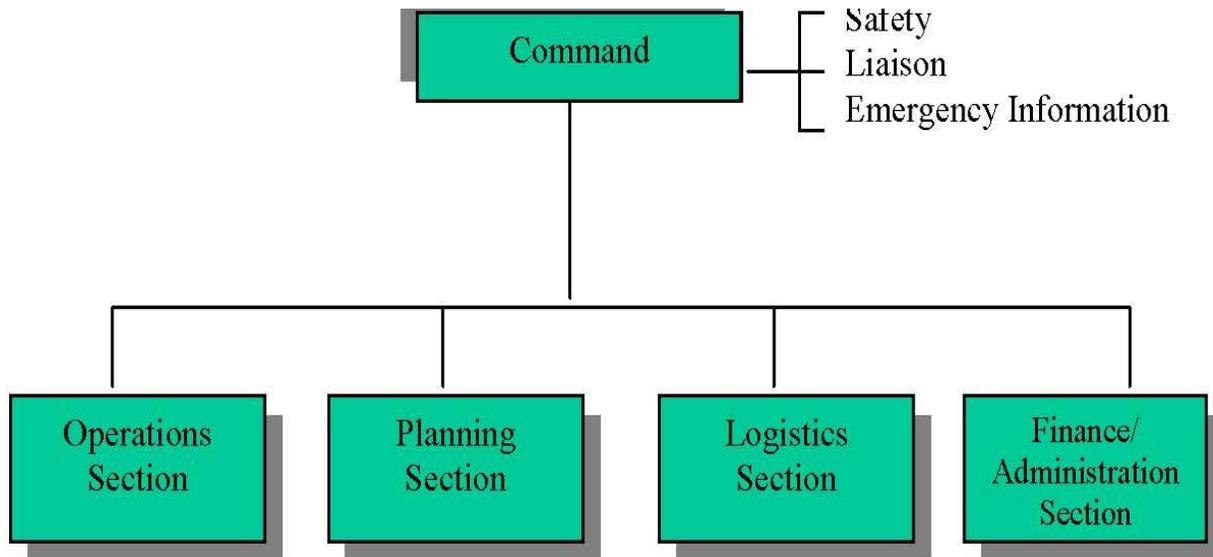
The members of the Emergency Control Group (ECG) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and equipment
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to the law;
- Determining if the location and composition of the ECG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the Town as an emergency area;
- Ensuring that an Incident Commander (IC) is appointed;
- Ensuring support to the Incident Management System (IMS) by offering equipment, staff and resources, as required;
- Recommending, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall;
- Arranging for services and equipment from local agencies i.e. private contractors, industry, volunteer agencies, service clubs;

- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies.
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Participating in the debriefing following the emergency;
- Considering application for Ontario Disaster Recovery Assistance Plan (ODRAP) and make arrangements as required;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Town of Collingwood CAO within one week of the termination of the emergency.

PART 6: EMERGENCY RESPONSE SYSTEM

The Town of Collingwood is adopting an Incident Management System based on NIMS and NFPA 1600. All ministries and communities implemented the Ontario IMS system in 2005, within the Enhanced level program. The Incident Command System will consist of the following:



6.1 The individual responsibilities of the Emergency Control Group:

i. *Mayor or Alternate*

The Mayor or Alternate is responsible for:

- Chairing all meetings of the ECG;
- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Authorizing Town expenditures until council can meet;
- Making a formal request to neighbouring municipalities, Simcoe County, and/or to the Provincial Government (via the Community Safety and Correctional Services Ministry and the M.P.P. for Simcoe North) for assistance as required.
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Maintaining a personal log of all actions taken.

ii. *Chief Administrative Officer or Alternate*

Responsibilities of The Chief Administrative Officer for the Town of Collingwood include:

- Ensuring liaison with the O.P.P. Detachment Commander regarding security arrangements for the EOC;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the ECG;
- Ensuring that a communication link is established between the ECG and the Incident Commander (IC);
- Calling out additional town staff to provide assistance, as required;
- Coordinating the preparation of the post-emergency report;
- In the absence of the Mayor or designate, authorize town expenditures until town council can meet. Department heads can authorize Department expenditures;
- Maintaining a personal log of all actions taken.

iii. *Fire Chief or Alternate*

The Fire Chief's responsibilities include:

- Activating the emergency notification system through Barrie Fire & Emergency Services communications' centre;
- Providing the Emergency Control Group with information and advice on fire fighting and rescue matters;
- Depending on the nature of the emergency, assign the Incident Commander and inform the ECG;
- Conducting all operations connected with the fighting of fires, hazardous materials, rescue of trapped or injured persons;
- Establishing decontamination area with open monitoring equipment if required and decontaminated casualties, equipment, supplies, personnel etc., prior to entering the outer perimeter from the inner perimeter. Properly discard material which cannot be decontaminated;
- Coordinating with O.P.P. to establish a common on-scene command post and a coordinated communications plan.
- Relocating resources to provide continued fire/medical coverage for all areas of the Town;
- Ensuring fuel is provided for emergency vehicles and equipment at emergency site and allocated for appropriate vehicles throughout the Town;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional fire fighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g. breathing apparatus, protective clothing;

- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire operations if necessary, e.g. rescue, first aid, casualty collection, evacuation;
- Liaising with Public Works Department concerning emergency water supplies for fire fighting and potable water.
- Transporting casualties from inner perimeter (if safe) to a safe staging area in outer perimeter where Paramedics can take over and deliver casualties to hospital. In instances where a patient cannot be moved, provide accessibility for paramedics and provide safety equipment as required.
- Liaising with Town Building Department and public utilities as required to investigate safety of structures and eliminate potential hazards;
- Maintaining a personal log of all actions taken.

iv. *Community Emergency Management Coordinator or Alternate (Fire Chief and Deputy Fire Chief)*

The Emergency Management Coordinator or Alternate's responsibilities include:

- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of Emergency Support Staff members;
- Ensuring that all members of the Emergency Control Group have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications (ARES) Coordinator;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring that the operating cycle is met by the ECG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep the ECG informed of implementation needs;
- Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared;

Upon declaring an emergency, the Community Emergency Management Coordinator will notify:

- Ontario Fire Marshal Emergency Management, Ministry of Community Safety and Correctional Services
- Town Council
- County Warden, as appropriate;
- Media
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- Mayor or Alternate; or
- Town Council; or
- Premier of Ontario

When terminating an emergency, the Community Emergency Management Coordinator will notify:

- Ontario Fire Marshal Emergency Management, Ministry of Community Safety and Correctional Services;
- Town Council;
- Media;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP);
- Maintaining a personal log of all actions taken.

v. *O.P.P. Detachment Commander or Alternate*

The Detachment Commander's responsibilities include:

- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Incident Commander and inform the EOC;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Ensuring liaison with the Parks and Recreation Representative regarding the establishment and operation of evacuation and reception centres;
- Ensuring all buildings have been evacuated and are empty, maintain security and law and order in evacuated areas during the emergency and during re-entry of evacuees;
- Providing police service in the EOC, evacuee centres, morgues, and other facilities, as required;
- Notifying the coroner of fatalities, establish a temporary morgue, investigate deaths, remove bodies, provide equipment;
- Establish Casualty Information Centre (CIC);
- Establish Property Recovery Centre adjacent to (temporary) morgue (collect, safeguard, itemize and return to next of kin or dispose of property deceased);
- Identifying fatalities and coordinate with the Coroner to notify next of kin;
- Ensuring that a Site Media Spokesperson is assigned/appointed as required;
- Investigating an incident, collecting evidence and detaining persons if a crime is suspected;

- Ensuring liaison with other community, Provincial and Federal Police Agencies, as required;
- Maintaining a personal log of all actions taken.

vi. *Director of Parks and Recreation or Alternate*

The Director of Parks and Recreation's responsibilities include:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services by using the appropriate agencies as required (i.e. Red Cross, Salvation Army);
- Maintaining an inventory of municipal recreation facilities that may be used as evacuation centers, recording the name, address, 24 hour contacts, capacity and the availability of emergency supplies and equipment;
- Arranging leisure activities in evacuation centers in the event that large numbers of families are evacuated for an extended period of time;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
- Ensuring liaison with the Detachment Commander with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring that a representative of the Simcoe County Board of Education and/or Separate School Board is/are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- Making arrangements for meals for the staff/volunteers at the EOC and the Site;
- Making/authorizing emergency purchases of food, supplies, etc. as required and request reimbursement from Social Services;
- Ensuring communications link is provided at evacuation centers to allow evacuees to contact friends or relatives to arrange to stay with them, and to provide communications to and from the EOC;
- Ensuring that counselling services are made available for evacuees at evacuation centers via Public Health and Social Services;
- Notifying volunteers and evacuees of the termination of the emergency, and coordinate the dispersal of people from the evacuation center;
- Ensuring the Simcoe County District Health Unit that the evacuation center(s) meet public health requirements with respect to accommodation, sanitation/hygiene, sanitary disposal of sewage and garbage, drinking water, food, pest control, etc.;
- Maintaining a personal log of all actions taken.

vii. *Director of Public Works & Engineering or Alternate*

The Director of Public Works & Engineering's responsibilities include:

- Providing the Emergency Control Group with information and advice on engineering and public works matters relating to Town utilities and hard services (sewers and sewage treatment plant, water supply and treatment, solid waste disposal, roads, traffic lights), as well as flood emergencies;
- Depending on the nature of the emergency, assign the Incident Commander and inform the ECG;
- Establishing an ongoing communications link with the senior Public Works Official at the scene of the emergency;
- Ensuring liaison with the Public Works representative from the neighbouring community(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction, maintenance of sanitary sewage and repair of Town roads;
- Ensuring the maintenance of sanitary sewage and water systems;
- Providing equipment for emergency pumping operations;
- Ensuring liaison with the Fire Chief concerning emergency water supplies for fire fighting purposes;
- Making available to the Town, heavy equipment, vehicles, special equipment, traffic control aids (for Police), operators and stockpiles of material (i.e. sand);
- Closing roads if required in cooperation with Police;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing Public Works vehicles and equipment as required by any other emergency services;
- Clearing emergency and evacuation routes (i.e. remove debris or snow, mark obstacles, provide road signs) as required to maintain flow;
- Arranging for water testing as required or as directed by the Medical Officer of health;
- Maintaining a personal log of all actions taken.

viii. *Collus PowerStream or Alternate*

Collus PowerStream Representative's responsibilities include:

- Monitoring the status of power outages and customers without services;
- Providing advice and expertise to the Emergency Control Group as to the degree and location of any electrical distribution problems and consult with the Control Group regarding decisions that may affect the provision of electrical service;
- Maintaining/restoring electrical distribution service, if possible, to stricken areas. The Emergency Control Group may request that restoration of service be established on a priority basis for certain areas in order to assist with

- emergency response operations;
- Providing updates on power outages, as required;
- Discontinuation of electrical services to any area, customer or building where it is considered necessary in the interest of public safety (i.e., downed lines) or as requested by the Control Group;
- Containing, cleaning-up and storing (in containers) spills resulting from OPC equipment and facilities, or from the transportation of OPC dangerous goods (i.e., oil, PCB's, and diesel fuel from storage tanks at generating stations; PCB's from transformers);
- Assisting with the containment and clean up of land or water based PCB's and other similar dangerous goods resulting from dischargers other than OPC, as requested by the Collingwood Fire Department and Public Works Department;
- Informing agencies involved in an evacuation (i.e., O.P.P., Collingwood Transit, etc.) of known people in the Town on life support systems who have registered with OPC;
- Providing an auxiliary power feeder to Collingwood General & Marine Hospital if required and available;
- Ensuring liaison with the public works;
- Providing assistance with accessing generators for essential services, or other temporary power measures;
- Requesting assistance from other power utilities in the area through the Joint Assistance Plan;
- Discontinuation of electrical services to any customer or building where it is considered necessary in the interest of public safety or as requested by the Emergency Control Group;
- Providing additional resources (equipment, staff, and expertise) as required and available. OPC has aerial devices that could assist with a rescue and other equipment useful in an emergency;
- Restoring services following the termination of the emergency;
- Maintaining a personal log of all actions taken.

6.2 Emergency Information Plan

Upon implementation of this Emergency Response Plan, it will be important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following position will be established:

- Emergency Information Officer

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Emergency Control Group. This area, if established, will be staffed as determined by the Emergency Information Officer.

i. *Emergency Information Officer*

The Emergency Information Officer (EIO) is responsible for the dissemination of news and information to the media for the public. A detailed Emergency Information Plan is included in Annex C.

The Emergency Information Officer reports to the Chief Administrative Officer and is responsible for:

- Establishing a communication link with any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the Emergency Operations Centre is set up and staffed and a ground site is set up, if required;
- Ensuring liaison with the Emergency Control Group to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- Giving interviews on behalf of the Town of Collingwood Council;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media;
- Ensuring that the following are advised of the telephone number of the media centre:
 - Media
 - Emergency Control Group
 - Barrie Fire & Emergency Services' communications centre
 - Police Public Relations Officer;
 - Neighbouring Communities;
 - Any other appropriate persons, agencies or businesses.
- Preparing media releases for approval by the Chief Administrative Officer (in consultation with the mayor) prior to dissemination, and distributing hard copies of the media release to the EIO, the ECG and other key persons handling inquiries from the media;
- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency;
- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Informing the affected emergency services, the ECG and Barrie Fire & Emergency Services' communications centre of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Responding to, and re-directing inquiries and reports from the public. (Such information may be related to school closings, access routes or the location of evacuee centres.);
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;

- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone number(s);
- Procuring staff to assist, as required;
- Maintaining a personal log of all actions taken.

6.3 Emergency Support Staff

The following staff may be required to provide support, logistics and advice to the Emergency Control Group:

i. *Telecommunications (ARES) Coordinator*

The Telecommunications Coordinator reports to the CEMC and is responsible for:

- Activating the emergency notification system of the local amateur radio operators group;
- Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
- Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
- Making arrangements to acquire additional communications resources during an emergency;
- Maintaining a personal log of all actions taken.

ii. *Medical Officer of Health*

The Medical Officer of Health's responsibilities include:

- Acting as a coordinating link for all emergency health services with the Emergency Control Group;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Activating the Simcoe County District Health Unit Emergency Plan if an emergency has been declared to alert Public Health staff and provide preliminary instructions;
- Notifying the Ministry of Health, Public Health Branch, that the Simcoe County District Health Unit Emergency Plan has been activated;
- Depending on the nature of the emergency, assign the Incident Commander and inform the Emergency Control Group;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer;
- Ensuring the coordination of vaccine storage, handling and distribution across Simcoe County;

- Initiating mass vaccination campaigns during outbreaks of disease within affected municipalities in Simcoe County;
- Liaising with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary;
- Providing instruction and health information through public service announcements and information networks;
- Evaluating post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with Emergency Control Groups from each municipality;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics and pandemics according to Ministry of Health and Long Term Care policies;
- In accordance with health standards in the Health Protection and Promotion Act, test, monitor and inspect disaster site(s), and take appropriate action (i.e., issue advisories, precautions, instructions, or enforcement), to address existing or potential health hazards related to:
 - accommodation – (including evacuation centres and shelters at emergency site) re: sanitation/hygiene, sanitary disposal of sewage and garbage, toilet and washing facilities, food safety, water potability, air quality/ventilation, sleeping space/person, heat, power etc., drinking water, swimming water (potability/quality, quantity, safety, restrictions; test selected sources on an on-going basis (Collingwood Operations responsible for water testing, Public Health does spot checks, identifies and approves additional sources of potable water, approves transportation [i.e., licensed tankers]) food at restaurants, food stores, evacuation centres (safety re: food sources, transportation, bacteria, storage, hygiene, preparation, handling, serving, disposal)
 - sewage and garbage storage and disposal
 - pest control
 - sanitary disposal of human and animal remains (advice regarding health standards)
 - communicable disease (arrange mass immunization if required)
 - assist with decontamination of personnel
 - public information on property rehabilitation such as well-water disinfection and;
 - public health and safety precautions during clean-up
- Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency;

iii. *Collingwood General & Marine Hospital Administration*

The Collingwood Hospital administrator's responsibilities include:

- Implementing the hospital emergency plan;
- Preparing to receive casualties or to evacuate patients due to an imminent danger;
- Liaising with Ambulance Officials regarding the number and type of casualties that will be arriving for emergency treatment (Ambulance can radio Hospital);

- Re-allocating resources and space as required ensuring incoming casualties can be treated and in-patients receive continued care with minimal disruption. As required, select, discharge, and transport (via Hospital Transportation, Huronia Regional Center transportation, and/or Ambulance Services) patients from hospital who may be cared for by other arrangements in order to make beds available for emergency casualties;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Requesting assistance from other agencies/hospitals if required;
- Assessing, diagnosing, sort into treatment categories (triage), treat and stabilize patients. Request transportation to a specialized hospital for treatment if required;
- Setting up the Hospital Communication Center, and release information to media and general public via the Hospital Communications Officer, in accordance with Hospital policy;
- Arranging for a receiving area for relatives and friends arriving at the Hospital and liaise between the Emergency Department and visitors;
- Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate;
- Assisting in any area of emergency planning, as required;
- Responding to a spill/discharge of pathological or other hospital waste on site. Additional public/private sector resources would be called to assist as required;
- Maintaining a personal log of all actions taken.
- Advising, assisting and coordinating (VON) with Collingwood General & Marine Hospital to provide care for Home Care Program clients during an emergency with respect to:
 - discharge
 - relocation from Home Care and nursing homes, home for the aged and hospitals to family or appropriate accommodation (transportation provided by Ambulance, Police and Collingwood Transit, approved locations provided by Social Services)
 - monitoring Home Care patients who are dependent on electrical equipment to ensure they are being maintained safely at home
 - adequate accommodation
- Providing counseling services for mental health disorders, emotional trauma and shock during and following an emergency as required (for general public evacuees at evacuation centers, hospital patients (in cooperation with Hospital) and first responders]. Public Health Nurses would provide initial consultation and would refer clients to counseling services as required;
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;

- Ensuring liaison with Parks and Recreation Representative regarding the need for potable water supplies and sanitation facilities;
- Maintaining a personal log of all actions taken.

iv. *Simcoe County Social Services*

The Simcoe County Social Services responsibilities include:

- Authorizing financial assistance to persons in need for the purposes of basic necessities in the event of an emergency;
- Authorizing reimbursement to the municipality for emergency expenditures required for the purpose of providing basic necessities, such as food, supplies, etc., for evacuation centres in the event of an emergency;
- Maintaining accurate records of all expenditures authorized for the purpose of basic necessities under the emergency response plan;
- Requesting reimbursement from the Ministry of Community and Social Services for financial expenditures incurred as a result of funding basic necessities in an emergency;
- Liaising with Municipalities, Red Cross and Public Health with regard to the funding of basic necessities and assist with the provision of Registration and Inquiry, Shelter Management, Emergency Clothing, Food and Personal Services in the event of an emergency.

v. *Emergency Medical Services (EMS) Director for Simcoe County*

The Emergency Medical Services Director's responsibilities include:

- Ensuring emergency medical services at the emergency site;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the Emergency Control Group if other means of transportation is required for large-scale response such as the transport of institutionalized non-ambulatory persons and homecare persons to suitable facilities in the event of an evacuation;
- Ensuring liaison with the receiving hospitals to identify the number and type of injuries and casualties, exposure to chemicals, etc.;
- Liaising with hospital on their emergency capacity (so casualties can be transported to the nearest hospital to receive immediate attention);
- Informing the hospital of all pertinent information on the casualty, including names, who are transported to other hospitals so that calls can be re-directed to the correct hospital;
- If required to enter the inner perimeter to evaluate casualties, ensure proper equipment is donned in conjunction with the site commander;
- Liaise with emergency agencies where decontamination practices are required for paramedics and patients;
- Ensuring liaison with the Medical Officer of Health, as required;
- Maintaining a personal log of all actions taken.

vi. *Public Transportation Director*

The Public Transportation Director's responsibilities include:

- Coordinating the acquisition , distribution and scheduling of various modes of transportation (i.e. public transit, school buses, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the Emergency Control Group and the support and advisory staff;
- Procuring staff to assist, as required;
- Ensuring that a record is maintained of drivers and operators involved;
- Maintaining a personal log of all actions taken.

vii. *Simcoe County District School Board and Separate School Board*

The Simcoe County District School Board and the Separate School Board are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Coordinating the emergency response of staff/students and any emergency activities with the school buildings in accordance with the school's emergency plan. The appropriate superintendent shall be advised immediately following a decision to implement the schools emergency plan;
- Implementing the school "stay-put" emergency plan or the evacuation plan as required, or as directed by the Emergency Control Group. If the school building itself is safe, students will be kept at the school. If the school has to be evacuated, the school bus companies will be requested to transport students to a reception school (via mutual aid) or designated evacuation center, depending on the situation. If telephone lines are down, requests will be made via local radio stations;
- In the event of an evacuation/transfer of staff and students from the school, inform the following of the whereabouts:
 - i. Trustee
 - ii. Superintendent
 - iii. Media
 - iv. Parents (via use of volunteer parents to contact)

NOTE: Where time permits, and it is safe to do so, and parents/guardians are at home to receive children, students will be sent home.

- Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure;
- Maintaining a personal log of all actions taken.

viii. Other Agencies

In an emergency, many agencies may be required to work within the Emergency Control Group. Others might include Ontario Fire Marshal Emergency Management, Ontario Provincial Police, Office of the Fire Marshal, industry, volunteer groups, conservation authorities, and provincial ministries.

Refer to the various emergency plans from other agencies, which are located in the Community Emergency Management Coordinator's office at 45 High Street, Collingwood.

All agencies are to maintain a personal log of all actions taken.

6.4 Relationship between ECG and Incident Commander (IC)

Once the Incident Commander has been assigned, the Emergency Control Group relationship with the Incident Commander is to offer support with equipment, staff and other resources, as required.

The ECG will also ensure that the rest of the community maintains municipal services.

6.5 Relationship between Incident Management System (IMS) and Command and Control Structures of Emergency Responders

The senior representative for each emergency responder (Police, Fire, EMS, Public Works) at the site will consult with the Incident Commander, so as to offer a coordinated and effective response. Regular briefings will be held at the site and chaired by the Incident Commander, so as to establish the manner and process to the emergency.

Part 7: EMERGENCY TELECOMMUNICATIONS PLAN

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the Emergency Operations Centre. Also, communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies.

The Emergency Telecommunications Coordinator for the Town of Collingwood is a pre-designated Amateur Radio Operator. The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turn will call upon his contacts for further communications support, as required.

The Emergency Telecommunications Office is located at the Collingwood Fire Department, 45 High Street, Collingwood, Ontario. It is equipped with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with Police, Fire, EMS and the Ontario Fire Marshall.

Communications between the EOC and the other responding agencies will be with the support of a runner. All messages are to be written on the Amateur Radio Message Forms and logged.

Should the Town of Collingwood lose all telephone communications, pre-arranged communications with ARES has been arranged but could be obtained from the local taxi company and the school bus radios, which could act as relay to the EOC and the emergency site.